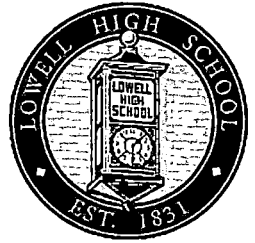


Lowell Public Schools

*Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050*



*Michael Fiato, Head of School
Jill Rothschild, Associate Head of School*

*Tel. (978) 937-8900
Fax (978) 937-8902
Email: mfiato@lowell.k12.ma.us*

February 18, 2022

Dr. Joel Boyd, Superintendent
Lowell Public School
155 Merrimack Street
Lowell, MA 01852

I am writing to request permission for Suzanne Riley to travel with twenty- four students and four chaperones to France, Switzerland, Germany, and Austria during the April school vacation 2023. The cost to the School Department will be substitute coverage for one half school day. Students will miss one half day from school, depending on flight times.

This trip will be coordinated with the assistance of Explorica, an accredited group located in Boston. This organization comes highly recommended, as they have been working with student travel for the past fifteen years. I have traveled twice with this company and can vouch for their quality and expertise. Although this trip is open to all students, it will be a unique opportunity for students enrolled in my Holocaust Literature class as the students will visit the Dachau Concentration Camp in Germany.

The total cost of the trip will be incurred by each student traveling. The itemized costs are:

Program Price: \$ 3,317.00 (with 150.00 discount)
Monthly Installment: \$272.25

This trip is in accordance with the Massachusetts State Curriculum Frameworks under the following standards:

Standard 1: Culture. Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

Standard 2: Communities. Students will use languages other than English beyond the school setting.

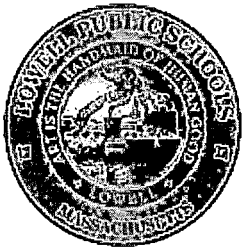
Standard 3: World History. Students will be able to explain the impact of various social and political reforms and reform movements in Europe.

Thank you in advance for your consideration and support.

Sincerely,

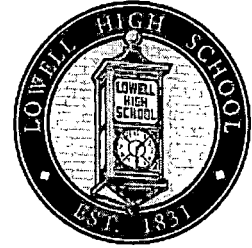
A handwritten signature in black ink, appearing to read "Michael Fiato".

Michael Fiato,
Head of School



Lowell Public Schools

*Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050*



*Mike Fiato
Head of School*

*Tel. (978) 937-8900
Fax (978) 937-8902
Email: Mfiato@lowell.k12.ma.us*

February 11, 2022

Dear Mr. Fiato,

I am writing to request permission to travel with twenty four students and four chaperones to France, Switzerland, Germany, and Austria during the April school vacation 2023. The cost to the School Department will be substitute coverage for one half school day. Students will miss one half day from school, depending on flight times.

This trip will be coordinated with the assistance of Explorica, an accredited group located in Boston. This organization comes highly recommended, as they have been working with student travel for the past fifteen years. I have traveled twice with this company and can vouch for their quality and expertise. Although this trip is open to all students, it will be a unique opportunity for students enrolled in my Holocaust Literature class as the students will visit the Dachau Concentration Camp in Germany.

The total cost of the trip will be incurred by each student traveling. The itemized costs are:

Program Price: \$ 3,317.00 (with 150.00 discount)

Monthly Installment: \$272.25

This trip is in accordance with the Massachusetts State Curriculum Frameworks under the following standards:

Standard 1: Culture. Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

Standard 2: Communities. Students will use languages other than English beyond the school setting.

Standard 3: World History. Students will be able to explain the impact of various social and political reforms and reform movements in Europe.

Thank you in advance for your consideration and support.

Sincerely,

Suzanne M. Riley

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Suzanne Riley

School Lowell High School Grade Level: 10/12 Subject: English

Workshop Title: France, Switzerland, Austria + Germany Trip

Organization/Department Presenting Workshop: Explorica by World Strides Cost: 3,317.00

Date(s) of Workshop: April 14, 2023 - April 22, 2023

Substitute Coverage Needed? No (Yes) likely for 1/2 day (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: _____

In State ()

*Out of State ☒

*Overnight ☒

(Please ☒ one)

**** Letter to the Superintendent of Out of State/Overnight attached ****

Signature of Applicant: S. Riley Date: 2/11/22

Signature of Approval by Principal: MMS Date: 2/15/22

****Please provide source of funding, account number and/or grant name, and number for workshop and substitute****

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School			
Title I District			
Individual School Fund #		X	
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: _____ Date: _____

Sub Reserved: _____ Date: _____

Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

PROCEDURE
PROFESSIONAL DAY FORM
(AVAILABLE PROFESSIONAL DAY SUBS PER DAY: 25 MAX)

ALLOW 4 WEEKS FOR PROCESSING
(6 weeks if school committee approval is needed)

"CHANGES WILL NOT BE Accepted 2 WEEKS PRIOR TO REQUESTS- ONLY CANCELLATIONS WILL BE ACCEPTED"

Procedures for completing the Lilac Professional Development Form are as follows:

- Fill in all personal and workshop information
- Grade Level and Subject Area are required
- Insert/circle Para or substitute coverage, if needed
- Check box for conference location (In State, Out of State, Overnight)
- BOTH Out of State and Overnight conferences must have a letter to the Superintendent attached.
- To avoid denials, check on availability of dates prior to submitting.
- Obtain all signatures
- Funding source (payroll purposes) for sub coverage. If a grant, the grant's full name and account number is necessary for this process to be complete.
- Attached copy/description of workshop invitation, brochure, flyer, activity planned, etc.
- If requesting a substitute, Lilac Form must be sent to Marta Rosario

FORMS WITH MISSING OR INCOMPLETE INFORMATION WILL BE RETURNED AND WILL NOT BE PROCESSED.

Participant responsibility:

- Participants must register themselves indicating a P.O. will follow.
- Ensure that all information needed for P.O. is attached. (Original P.O. to be sent directly to Business Office)
- Letter for an Out of State or Overnight is attached
- Processing time of **4 weeks for normal process and 6 weeks for Out of State or Overnight**
- All workshop requests are sent to the Curriculum Office for processing
- Notify the Curriculum Office, funding source, and organization running the event, if there is a change in your participation

Central Staff Development responsibility:

- Check to insure all information is included
- Forward form for funding approval to appropriate funding administrator
- Inform participants of denials only

Contact Marta Rosario in the Curriculum Office @ 978-674-2117 if you have any concerns or questions.

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Bryanna Laughlin
School Lowell High School Grade Level: 10 Subject: English
Workshop Title: Explorica - France, Germany, Austria, Switzerland
Organization/Department Presenting Workshop: Explorica Cost: \$ 0
Date(s) of Workshop: April 14-22
Substitute Coverage Needed? No Yes (Please circle one)
If Para is to serve as the coverage, indicate Para's name here: _____

In State ()

*Out of State ()

*Overnight ()

(Please ☒ one)

**** Letter to the Superintendent of Out of State/Overnight attached ****

Signature of Applicant: Bryanna Laughlin Date: 2/14
Signature of Approval by Principal: mo Date: 2/18

****Please provide source of funding, account number and/or grant name, and number for workshop and substitute****

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School			
Title I District			
Individual School Fund #		X	
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: _____ Date: _____

Sub Reserved: _____ Date: _____

Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the
"completed package" is to be sent to the Lowell Teacher Academy for processing.

PROCEDURE
PROFESSIONAL DAY FORM
(AVAILABLE PROFESSIONAL DAY SUBS PER DAY: 25 MAX)

ALLOW 4 WEEKS FOR PROCESSING
(6 weeks if school committee approval is needed)

"CHANGES WILL NOT BE Accepted 2 WEEKS PRIOR TO REQUESTS- ONLY CANCELLATIONS WILL BE ACCEPTED"

Procedures for completing the Lilac Professional Development Form are as follows:

- Fill in all personal and workshop information
- Grade Level and Subject Area are required
- Insert/circle Para or substitute coverage, if needed
- Check box for conference location (In State, Out of State, Overnight)
- BOTH Out of State and Overnight conferences must have a letter to the Superintendent attached.
- To avoid denials, check on availability of dates prior to submitting.
- Obtain all signatures
- Funding source (payroll purposes) for sub coverage. If a grant, the grant's full name and account number is necessary for this process to be complete.
- Attached copy/description of workshop invitation, brochure, flyer, activity planned, etc.
- If requesting a substitute, Lilac Form must be sent to Marta Rosario

FORMS WITH MISSING OR INCOMPLETE INFORMATION WILL BE RETURNED AND WILL NOT BE PROCESSED.

Participant responsibility:

- Participants must register themselves indicating a P.O. will follow.
- Ensure that all information needed for P.O. is attached. (Original P.O. to be sent directly to Business Office)
- Letter for an Out of State or Overnight is attached
- Processing time of **4 weeks for normal process and 6 weeks for Out of State or Overnight**
- All workshop requests are sent to the Curriculum Office for processing
- Notify the Curriculum Office, funding source, and organization running the event, if there is a change in your participation

Central Staff Development responsibility:

- Check to insure all information is included
- Forward form for funding approval to appropriate funding administrator
- Inform participants of denials only

Contact Marta Rosario in the Curriculum Office @ 978-674-2117 if you have any concerns or questions.

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

Please fill out all provided fields to avoid any delays of the approval process

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Jennifer Mayo

School: McAvinne Grade Level: Elementary Subject: 3rd

Workshop Title: _____

Organization/Department Presenting Workshop: Explorica Cost: 0

Date(s) of Workshop: April 14 - April 22, 2023

Substitute Coverage Needed? ☒ No Yes (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: _____

In State ()

*Out of State ☒

*Overnight ☒

(Please ☒ one)

** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: Jennifer Mayo Date: 2/17/23

Signature of Approval by Principal: Lowell High School Date: 2/17/23

Please provide source of funding, account number and/or grant name, and number for workshop and substitute

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: _____ Date: _____

Sub Reserved: _____ Date: _____

Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

Lowell Public Schools:
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

_____ The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.

_____ The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.

_____ The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.

_____ All proposed field trips must have the approval of the school building administrator.

_____ All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.

_____ Each student who goes on a field trip must have written parental permission.

_____ Enough supervision must be provided so that discipline on the trip is effective.

_____ All trips must be well planned, properly timed, and related to regular learning activities.

_____ All Chaperones/other adults MUST be coried. Please list chaperones that are attending:

Suzanne Riley, Bryanna Laughlin, Jennifer Mayo
(teacher at McAvinue School)

Signature of Head of School: _____

MA

Date: 2/18/22

Signature of Central Administrator: _____

Date: _____

—eXPLORIS®—

by WorldStrides



**SCHOOL BOARD
PRESENTATION**

— 2022 —



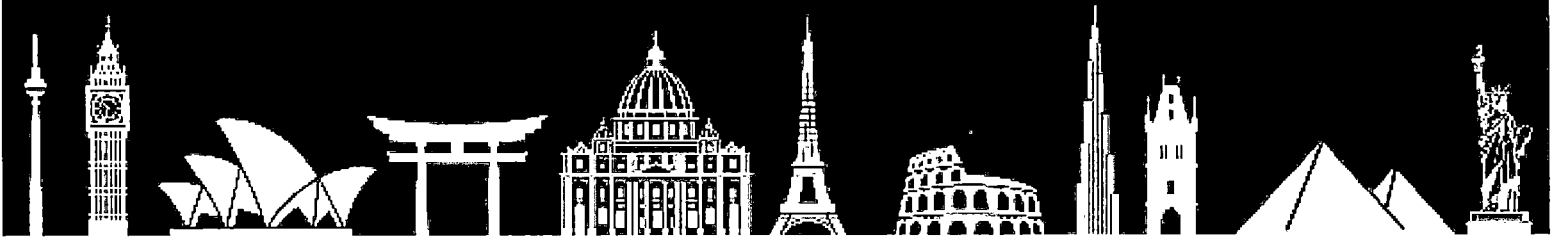
SCHOOL BOARD PRESENTATION

France, Switzerland, Austria & Germany

April 14, 2023 - April 22, 2023

Contents

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Hotel examples.....	4
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Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. It's an educational adventure for both you and your students.

Before we begin, here's a little more about us:

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. What's more, as a WorldStrides organization, we have a network of more than 45 offices around the globe. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

Join more than one million teachers and students in experiencing the world on Explorica tours!

Happy travels!

Sincerely,

Matt Wertz
President & CEO



Hotel information

Even though you'll be far from home, your comfort won't be compromised. That's because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable and convenient. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality and safety. Students are roomed in either triple or quad accommodations based on the hotel availability. Students have the option to upgrade to twin rooming for \$45 per night. Paying adults (23 or older) are roomed in twin/double accommodations and a \$45 per night double/twin rooming supplement is included in the adult total cost (\$75 per night for cruises and ferries). Adults have the option to upgrade to a single room for an additional \$40 per night.

HOTEL SAMPLE SPECIFIC TO SWITZERLAND

Hotel und Naturhaus Bellevue Seelisberg

Standard Quality

Hotel Description

"The hotel complex in rustic chalet style with the well-kept tennis court about 800m above Lake Lucerne, nestled in a beautiful environment. In front of the house there is enough parking for our guests. Even in winter you can expect a beautiful ambience during the walks. With great attention to detail, framed by flower arrangements and the inviting reception area with discreetly integrated antiques from the former Hotel Bellevue of the 1920s. Well-known personalities from sport, politics and industry decorate their way to the sun terrace with their dedications."

Group Leader Evaluations

"The rooms were wonderful, the staff was friendly and accommodating, the food was great (seconds and thirds provided). Overall, it was a wonderful hotel."



Meal information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary). Explorica makes sure all travelers have the opportunity to experience local cuisine with their meals, such as a tapas dinner in Spain, crêpes in France or wienerschnitzel in Germany.

Tour director

Your tour director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations and sightseeing. The tour director can also provide a wealth of information and suggestions for your free time. Local guides are your resource for detailed destination information and help supplement the travel experience.

Communication on tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our Galápagos Islands tour in February 2017:

"Day 2 - Hello everyone! Today was a wonderful first day! After breakfast we went to visit the highlights of Quito, museums, churches, plazas, government palace, and more. Then we had lunch in a traditional restaurant of the old town, after that we went to the equator line; there we had fun practicing some experiments and some of us got a certification as 'egg master.' We went back to the hotel and at night kids had dinner, and finally it was time to prepare everything to Galapagos! Tomorrow we leave early. We're having a great time!"



Safety and security

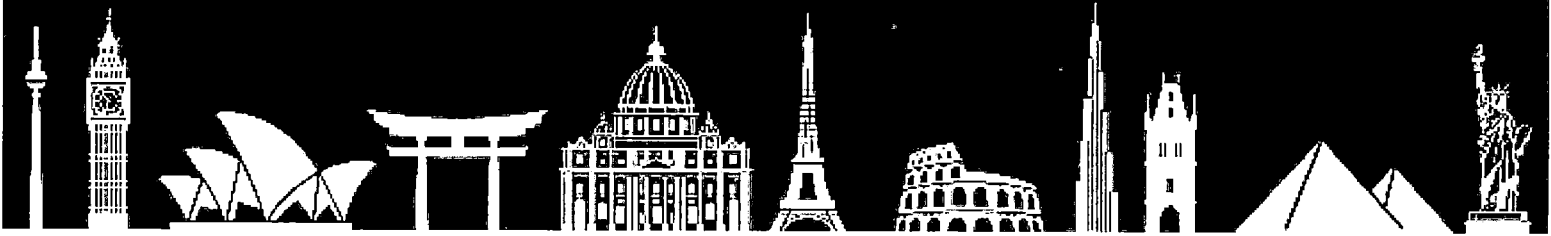
All tour directors come highly recommended with at least five years of experience in the industry. In addition to their safety expertise, we provide 24/7 emergency support, and have a global presence with over 45 offices around the world.

Explorica also offers each traveler the option to purchase the Travel Protection Plan at \$12/day or \$18/day for the Travel Protection Plan Plus.

Explorica has a \$50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.

We are a member of USTOA: United States Tour Operators Association's \$1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica, Inc. is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, the \$1 million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, by email to information@ustoa.com or by visiting their website at www.USTOA.com.

In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA). We also partner with iJET, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions.



Liability policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number one priority and that we have policies and procedures in place to protect the school, school district, teachers and participants involved with this tour.

Explorica's liability insurance is one of the largest in the industry at \$50 million. This insurance coverage extends to cover certain individuals acting on behalf of Explorica as tour directors, program leaders, chaperones, and volunteer speakers. Your school can be named as additional insured, if desired.

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online Tour Diary that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,
Stephane Cosse
VP Operations



Payment options

FULL PAYMENT

Pay in full at time of enrollment.

MONTHLY AUTOMATED PLAN

Pay your \$50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your tour fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

4-STEP MANUAL PLAN

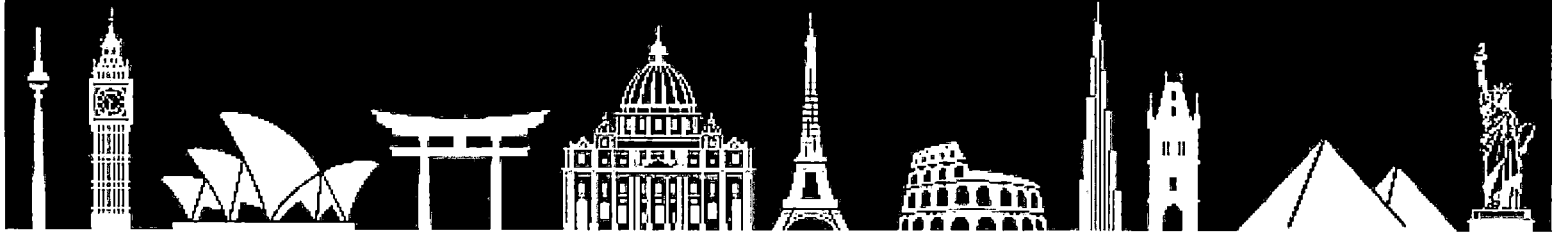
Pay your \$99 deposit upon enrollment, and then pay \$500 toward your balance 30 days later. At 110 days prior to departure 75% of the balance is due. At 65 days prior to departure the remainder of the balance is due. You must make each payment manually.

GENERAL PAYMENT INFORMATION

We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders and personal checks. Please note personal checks are only accepted until 75 days prior to departure and ACH payments until 65 days prior to departure.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminders of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 75 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule. Any bounced checks are subject to a \$35 non-refundable fee.



Insurance policy

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- ›A traveler's injury, sickness, or death of a family member
- ›Theft of passport or visas
- ›Flight cancellations due to strike or bad weather
- ›Loss of luggage and personal effects
- ›Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- ›Trip cancellation or trip interruption due to terrorist acts, as defined

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.



Insurance policy cont.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

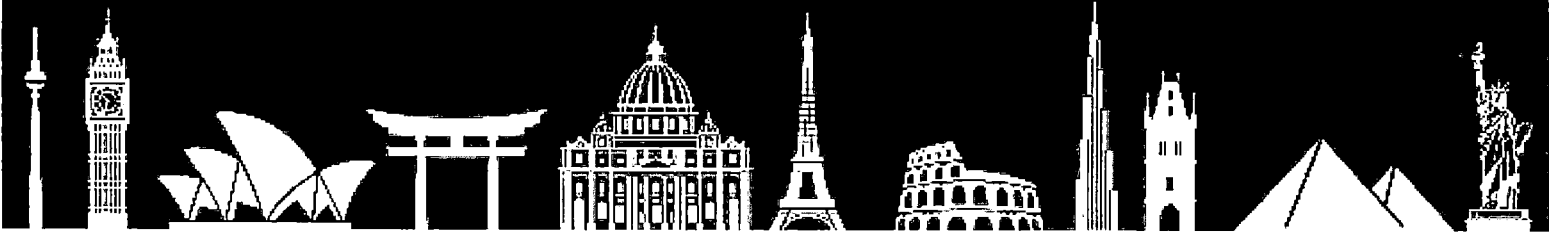
If you have to interrupt your Explorica trip after departure due to a covered injury, sickness or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness or death of you or your traveling companion; quarantine; loss of passport, travel documents or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.



Insurance policy cont.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions and limitations is available to you on our website under the Travel Protection Plan or at any time by request.

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.



Positive feedback

After every tour Explorica asks our program leaders to create an evaluation to judge our overall pre-tour, during tour, and post-tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Oftentimes we are given such positive feedback that we want to share it with potential Explorica program leaders.

Linda L., English & German teacher, Bowdoin, ME

My students had the time of their lives on this trip. Our tour director was so knowledgeable and incredible that Berlin, Prague and Munich just came alive during these 10 days. What an experience!

Michelle D., Coburg, ON

Well-organized, educational and safe travel — I couldn't ask for more! I have students knocking on my door the first day back asking, "Where is the trip next year?"

Joe H., Spanish teacher, Chandler, AZ

I LOVE teaching, but I LOVE traveling more! What better experience can we bring to the lives of our students than actually living in the countries we study?!

Kathleen W., French teacher, Higganum, CT

A wonderful experience for the students, especially hitting Carnevale in Venice. Our tour director enlivened the whole trip with his wit, charm and depth of knowledge.



France, Switzerland, Austria & Germany

April 14, 2023 - April 22, 2023

Explore the beautiful city of light and discover history through its museums and emblematic places. Travel to Bern on the TGV, one of Europe's fastest trains, and enjoy a traditional Swiss fondue dinner. Continue to Munich and admire its castles while visiting other highlights.

Tour specifics

TOUR ITINERARY:

Day 1 Start tour

Day 2 Bonjour Paris

- › Meet your tour director and check into hotel
- › Paris city walk
- › Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter visit
- › Louvre visit
- › Dinner in Latin Quarter

Day 3 Paris landmarks

- › Paris guided sightseeing tour
- › Arc de Triomphe, Champs Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
- › Versailles guided excursion
- › State Apartments, Hall of Mirrors, Gardens of Versailles
- › Seine River cruise

Day 4 Paris--Lucerne

- › Travel to Bern on the TGV (one of Europe's fastest train)
- › Bern tour director-led sightseeing
- › Travel to Lucerne

Day 5 Lucerne landmarks

- › Lucerne tour director-led sightseeing
- › Löwendenkmal (Lion Monument), River Reuss, Kapellbrücke
- › Optional Mt. Pilatus excursion \$75
- › Traditional Swiss dinner with fondue

Day 6 Lucerne--Innsbruck

- › Travel to Innsbruck via Liechtenstein
- › Innsbruck city walk
- › Golden Roof, Triumphbogen, Olympic site

Day 7 Innsbruck--Munich

- › Travel to Munich
- › Neuschwanstein Castle visit
- › Oberammergau excursion
- › Bavarian bratwurst dinner

Day 8 Munich landmarks

- › Munich guided sightseeing tour
- › Residenz, Nymphenburg Palace Gardens visit, Alte Pinakothek, Deutsches Museum, BMW Headquarters visit, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus
- › Dachau Concentration Camp & Memorial visit

Day 9 End tour

TOUR INVESTMENT:

Travelers under 23 years \$3,317.00*

Travelers 23 and above \$3,757.00*

**Sign up by 02/28/22 and use voucher code 2023earlybird to receive this discounted price!*

INCLUDED:

Round-trip airfare, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast and dinner daily, full-time multi-lingual tour director.



Supporting documents

This school board packet should be submitted with the following supporting documents:

- › Official price quote
- › Student application
- › Student/parent agreement & release form
- › Explorica's terms & conditions



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